

Millennium Challenge Corporation
Program Procurement Guidance

Guidance on Preparing the Procurement Performance Report

August 2007



MCC Guidance on Preparing the Procurement Performance Report

This paper provides guidance to the MCA Entity¹ on preparing the Procurement Performance Report in accordance with the applicable provisions² of the MCC Program Procurement Guidelines³:

Objective

The purpose of the Procurement Performance Report is to provide MCC with a summary of the milestones achieved by the MCA Entity in the procurement process. The objective is to assist MCC in monitoring the MCA Entity's compliance with the MCC Program Procurement Guidelines and the Procurement Plans.

Submission Requirements

The MCA Entity must submit the Procurement Performance Report, using the attached standard format, together with the regular quarterly reporting submissions required to be included as part of the Disbursement Request. It is important to note that this report is cumulative, and therefore should contain the required details on all procurement actions undertaken by the MCA Entity, including those actions authorized for 609(g) funding and Compact Implementation Funding (CIF). Procurement actions authorized under 609(g) funding or CIF should be grouped each in a separate section of the Procurement Performance Report with a note in the description column indicating "609(g)" or "CIF" in order to distinguish these procurements from those funded under Compact funds that are made available following entry into force of the Compact.

The MCA Entity shall include in the Procurement Performance Report all procurement actions that have officially begun. For reporting purposes, this means those procurement actions for which the Specific Procurement Notice (SPN) or the Letter of Invitation (LOI) has been issued. All procurement actions that have officially begun by ten (10) calendar days prior to the submission deadline for the Disbursement Request are required to be included in the Procurement Performance Report. For example, if the Disbursement Request deadline is December 10, those procurements that officially began on or before November 30 must be included in that quarter's Procurement Performance Report.

Report Guidance

In the Procurement Performance Report, all individual procurement actions shall be grouped by Project, Activity and Funding source. The date of completion shall be indicated for any completed actions, with blank spaces for those actions not yet completed. If a certain action is not contemplated and is therefore not applicable

¹ The MCA Entity is the entity designated by the government of the country receiving assistance from the Millennium Challenge Account as responsible for the oversight and management of implementation of the Compact on behalf of the government.

² MCC Program Procurement Guidelines, Part 2.

³ The Millennium Challenge Corporation ("MCC") provides funding to foreign governments under the authority of Section 605 of the Millennium Challenge Act of 2003 (the "MCA") (each a "Compact") or under Section 609(g) of the MCA (each a "609g Grant Agreement"). The MCC Program Procurement Guidelines are set out in supplemental agreements between the MCC and foreign governments and apply to MCC-funded contracts between the MCA Entity and contractors, suppliers and consultants. Contracts entered into directly by MCC are governed by the Federal Acquisition Regulations, not the MCC Program Procurement Guidelines.

(i.e. – there will be no Expression of Interest notice issued), the MCA Entity should insert “N/A” in the appropriate space.

Deviations

Any deviation from the Procurement Plan, or non-compliance with the MCC Program Procurement Guidelines, must be explained in the Procurement Performance Report. If deviations or instances of non-compliance are not adequately explained, MCC will issue a formal notice to the MCA Entity outlining the issues to be resolved and a course of action to remedy those issues. Such actions taken may include revising the Procurement Performance Report, amending the Disbursement Request, putting a hold on the Disbursement Request, or ratification of the procurement action that deviates from the Procurement Plan.

Required Information

The following information must be included in the Procurement Performance Report using the attached format:

1. Procurement Information
 - a. Description (each procurement description should include reference to its specific Procurement Plan #).
 - b. Estimated value in approved Procurement Plan (USD)
 - c. Final Contract Amount
 - d. Method of procurement in approved Procurement Plan
 - e. Method of procurement actually used
2. Expression of Interest (if applicable)
 - a. Date of MCC approval
 - b. Date of publication in *UNDB Online/dgMarket*/local newspapers
 - c. Deadline for receiving responses (EOI)
3. Pre-qualification or Short List (if applicable)
 - a. Date of MCC approval
4. Solicitation Documents
 - a. Date of MCC Approval

- b. Date of publication of availability in *UNDB Online/dgMarket*/local newspapers (or date sent to pre-qualification or shortlist as applicable)
 - c. Deadline to receive Offers or Open Bids
- 5. Evaluation of bids/proposals/quotes
 - a. Date of MCC approval on Technical Evaluation
 - b. Date financial proposal opened
 - c. Date of MCC approval on proposed award
- 6. Contract Award
 - a. Date of notice of award
 - b. Date of MCC approval
 - c. Date of confirmation that proposed supplier is not on debarred/excluded lists
 - d. Effective date of the contract
- 7. Implementation
 - a. Date of start of work
 - b. Date(s) of MCC approval(s) on material modification(s)
 - c. Description of material modification description(s)
 - d. Completion date

Cumulative Procurement Performance Report as of Compact Year **Year X Quarter X**

Funding Source:

Procurement Information					Expression of Interest (as applicable to method of procurement) ¹		Pre-qualification or Short List (as applicable to method of procurement) ²	Solicitation Documents (as applicable to method of procurement) ³		Evaluation of bids/proposals/quotes (as applicable to method of procurement) ⁴		Contract Award			Implementation		
Project Description	Estimated Value of Procurement in Approved Plan (USD)	Method of Procurement in Approved Plan	Method of Procurement Actually Used	Date of Publication in UNBODG and/or Local Newspapers (DD/MM/YYYY)	Deadline for receiving responses (USD)	Date of MCC Approval on Pre- qualification or Short list (as applicable)	Date of MCC Approval	Date of Publication of availability in UNBODG and/or Local newspapers (or date sent to pre- qualified or short list as applicable)	Deadline to receive Offers or Open Bids	Date of MCC Approval on Technical Evaluation	Date of Financial Proposal opened	Date of MCC Approval on proposal award	Date of Notice of Award	Date of confirmation that supplier is not on excluded list	Effective Date of Contract	Date(s) of MCC Approval on Modification(s) (add rows as necessary)	Completion Date
	0	0															
Activity																	
Specific Procurement Action																	
Activity	0		0														
Specific Procurement Action																	

¹For any cells that are not applicable, please insert N/A